

CORRECTIONS OFFICER TRAINEE

DEFINITION: Under immediate supervision, participates in on-the-job training to utilize different interpersonal skills and various training necessary to maintain safety, security and health for inmates/arrestees, staff and property; performs related work as assigned. This is an entry-level classification for training purposes.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Participates in classroom instructions and on-the-job training in policies and procedures for operation of a corrections facility including the use of surveillance security systems, importance of providing humane living standards to meet required standards, techniques for preparation of written reports/documentation, proper methods to handle various situations, control tactics for non-compliant individuals, proper booking and search techniques including classification by obtaining personal information and assessments, conducting finger printing and photographing, maintaining inmate records, methods to properly document money release and inventory property, food services, handling of receiving and maintaining legal documents, inmate requests and respond to unknown emergency situations, interacting with inmates in a controlled environment, learning to properly dispense medication, methods of transporting inmates to another facility, courts, etc.; receives field training from certified Field Training Officer (FTO) utilizing and applying knowledge from classroom work; may assist administrative staff with services to visitors and others.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the Navajo culture and tradition.
Skill in analytical, objective observance of situations and quick decision making.
Skill in managing situations firmly, courteously, tactfully and impartially.
Skill in recording information accurately and completely.
Ability to understand and follow oral and written instructions.
Ability to meet the physical demands of corrections/detention work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in a correction facility environment; exposure to dust, odors, noise, symptoms of contagious and communicable diseases; may require running, standing and sitting for prolonged period of time; strength to subdue persons, carry and lift persons and objects.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED.

PREFERRED QUALIFICATIONS:

- Six (6) months of work experience as a corrections/detention officer or as a security guard.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- United States citizenship required; and must be nineteen (19) years of age.
- A favorable background investigation; successful completion of a physical examination.

THE NAVAJO NATION

Class Code: 2268
Public Safety Series
Detention/Correctional Group
Overtime Code: Non-Exempt
Pay Grade: 59

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Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate, Fire Safety and Food Handler's Training within 90 days of date of hire. Incumbent must successfully complete Basic Corrections Officer Training within one (1) year of date of hire. Some positions may require additional licenses and certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.